

BTC Trip Reservation Form



Part One: Please answer all questions and return a copy of this page to Bridges.

Name of Trip Organizer: _____ Email: _____

Select travel dates and create a name for your group. A typical Bridges trip is 9 days (Saturday to Sunday).

Travel Dates: _____

Group Name: _____

of volunteers anticipated: _____ (with chaperones if necessary)

Minimum: 10

Minimum Age: 14 years

Maximum: 30

Chaperones for volunteers under 18 (1-10 ratio)

Your plans for how your group will arrive into Nicaragua or the DR

We are planning on booking flights individually

We would like assistance with arranging international flights using BTC's Travel Agent

Tell Bridges:

We would like our volunteers to be billed individually

We are planning to pay as one group

Our group will be fundraising for our project separately from the trip or airline fees. Volunteers will be fundraising to help defray their own trip and airline fees.

All volunteers are encouraged to fundraise for the project they will be working on, as the trip fee does not cover the cost of the project. Volunteers can use [First Giving](#) to start a peer-to-peer fundraising page through Bridges.

Registration and payment timeline:

A \$250 deposit is due with the BTC Application

Balance of trip payment is due 60 days prior to departure

Full payment for group airfare (due when airfare is invoiced to BTC)

Submit this information to:

Bridges to Community
95 Croton Avenue
Ossining, NY 10562
Phone: 914-923-2200
E-mail: trips@bridgestocommunity.org

Part Two:

From every volunteer we will need:

A completed [Volunteer Application](#) and including passport #'s and expiration date.

Passports need to be **valid for at least six months after the return date of the trip**. Travel visa for citizens of other nations, as may be required

\$250 registration fee which can be paid online at <https://bridgestocommunity.org/volunteer/pay-for-trip/>

In addition to the application form, every volunteer should also review our [Volunteer Handbook](#)

Volunteers should schedule a visit with their doctor or travel medicine specialist at least 6 weeks before the trip, and should consult the Center for Disease Control recommendations for the appropriate country (<http://wwwnc.cdc.gov/travel>)

Pre-Trip Preparation: Trip Organizers should schedule at least one pre-trip orientation meeting preferably 6 weeks before the trip to review packing information, the submission of all related paperwork, payments and flight information. A post-trip meeting should be scheduled as well to provide feedback to Bridges and closure to the experience. Some groups use this meeting to address the topic of continued support of a specific project area. A Bridges staff member can be present via Skype or call-in.

Refund Policy: Registration deposits of \$250.00 are non-refundable.

If the withdrawal is effective 60 days in advance of the trip, the balance of the trip fee paid will be refunded.

If the withdrawal is less than 60 days of the trip start date, no trip fees paid will be refunded, however, those fees are transferable to another person or can be held for credit and applied to another trip through the next calendar year.

Airline tickets once purchased by Bridges are non-refundable, but in certain circumstances an airline credit may be available. There may be an associated "airline change fee" deducted from the original price of the ticket when the new ticket is issued. Regardless of the reason for cancelling a trip, Bridges (and its travel agent) must be notified prior to the group's departure date in order for the airline and other credits to occur.

Your Bridges Contact:

Rusty Pedersen, Vice President of Volunteer Services

rusty.pedersen@bridgestocommunity.org

914-923-2200